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San Leandro Facts of Local Government



League of Women Voters of San Leandro

This booklet was compiled by The League of Women Voters of San Leandro who provided research, writing, and editing.

The League appreciates the help given by city, school, and public agency officials and their employees in preparing the manuscript.

All statements contained herein, as well as any errors or omissions, are the responsibility of the League.

The League of Women Voters is a non-partisan organization formed in 1920 to encourage informed citizen participation in government. Membership is open to all citizens of voting age.

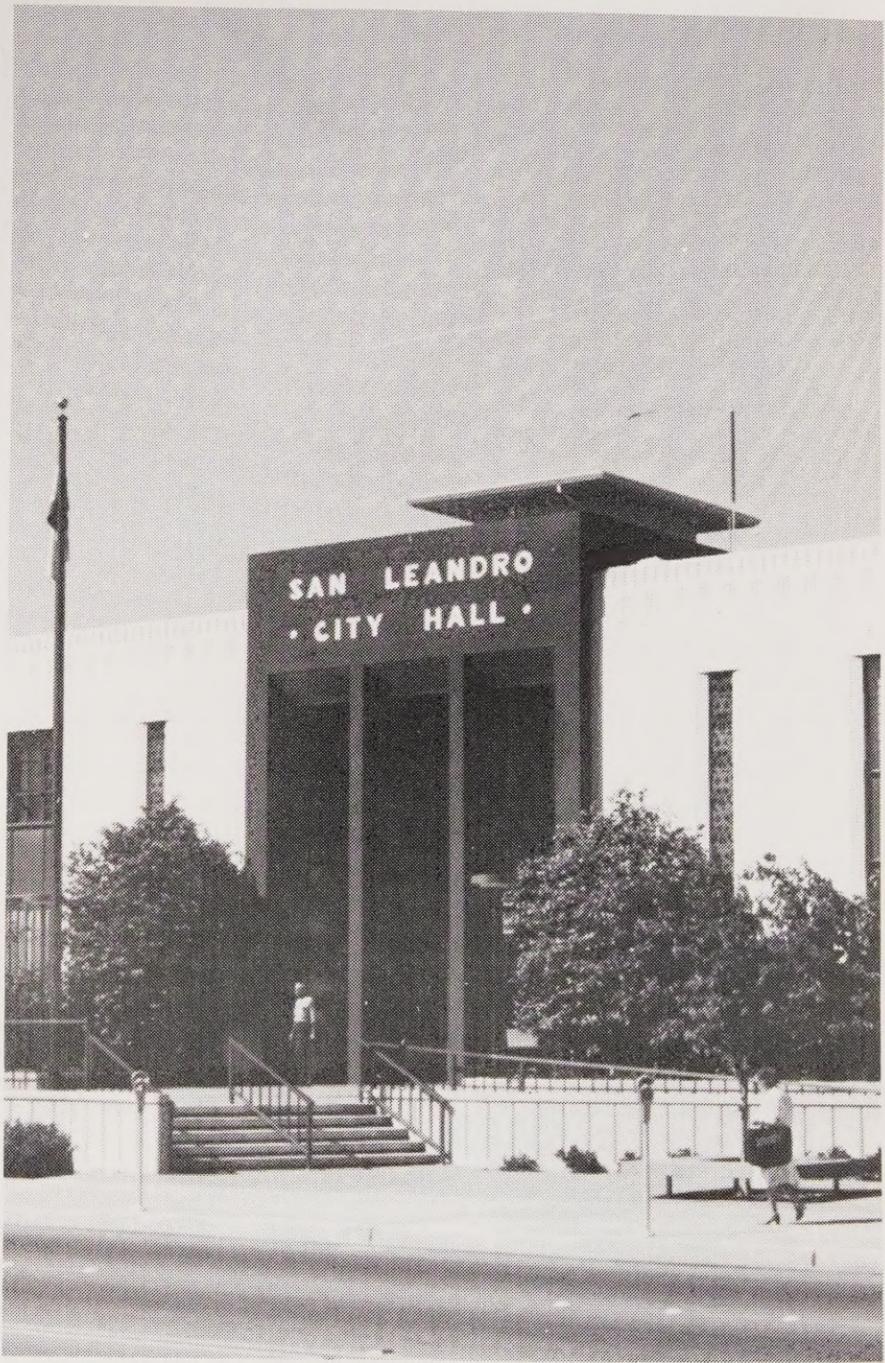
3rd Edition

1982

Cover: The Community Library Center

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San Leandro City Hall

HISTORICAL NOTES

San Leandro was once the home of the Coastanoan Indians. The city is named for Saint Leander, a Spanish Bishop reputed to have been the Patron Saint of Jose Joaquin Estudillo. Estudillo was one of two original Caucasian landowners in San Leandro. In 1842 he received a land grant from the Mexican government which he named "Rancho de San Leandro." It was bounded by the San Leandro and San Lorenzo creeks. The large and prosperous Estudillo family figured prominently in San Leandro's beginnings. Two sons-in-law, William Davis and John Ward represented the family in donating land for a courthouse and in filing a townsite map in 1855. They rallied support for San Leandro's successful bid for the county seat in 1856.

After an earthquake demolished the county courthouse in 1868, San Leandro was no longer the county seat. However, it was already a well established community. By 1870, the city incorporated. It developed a water and sewer system before 1900.

Another pioneer settler was Ignacio Peralta. With the division of his Father's 1820 land grant in 1842, Peralta became the owner of the land north of the San Leandro Creek. Two of San Leandro's landmarks — Casa Peralta and Alta Mira Clubhouse are reminders of the early development of this land.

Downtown street names recall these original families and their descendants, e.g. Estudillo, Dolores, Juana, Joaquin, Peralta, Davis, Maud, Elsie, Sybil, and Martinez. Early settlers like Haas, Harlan, Estabrook and Farrelly were also honored in this way. Morgan and Dowling were pioneer farmers; Hays, Carpenter and Watkins were public officials; Ross and Callan were clergymen. Oakes, Parrott, Best, Begier, and Cary were more recent developers.

San Leandro's early days were based on an agricultural economy. Fruits and vegetables were grown and processed here and shipped to a worldwide market. By the turn of the century, San Leandro was known as the "Cherry City." Its population was 2,253. Gradually, farmland gave way to business and homesites as population and industry grew.

In 1927-28, the City adopted its first charter and established a council-manager form of government. The opening of the Bay Bridge in 1936 and the impact of the Second World War contributed to San Leandro's transition from an agricultural to a business and industrial community.

Many factors influenced the growth of San Leandro. Empty-handed miners, returning from the gold fields in 1849 filed claims on undeveloped rancho property. Portuguese seamen, abandoning whaling ships, established homes and farms. The San Francisco earthquake and fire of 1906 brought refugees seeking new homes. World War I stimulated population and industrial growth. By 1930, the population had swelled to 11,455. This growth trend continued with World War II. Between 1940 and 1944, the city's population increased by 50%.

SAN LEANDRO 1945-1980

San Leandro's growth was partially due to its favorable climate, proximity to major transportation and land available for industry and housing. In 1947 the City lacked the industrial acreage which would provide a tax base necessary for expansion. It passed a bond issue to finance industrial sewer lines through farm lands adjacent to San Leandro. Industrial developers began to use these sewer connections. Annexation to the city followed. Through the years further annexations resulted in extending city boundaries from 3½ to nearly 15 square miles.

1950-1970 was a period of growth, confidence and continuing annexations. Revenues grew faster than expenditures. Capital improvements included the Community Library Center, the Marina Harbor and Shoreline, and park acquisitions. The City was able to keep a low tax rate - lowest in the county - while still providing quality service to the residents and to the business community. Today - 1982 - San Leandro has no bonded indebtedness.

San Leandro citizens serve on its boards, commissions, ad hoc committees, and as volunteers. Its unique "Small Town" atmosphere and stable community have encouraged citizen participation.

CITY GOVERNMENT

San Leandro is a Charter City. Like all California cities, it obtains its powers from the State Constitution and the California Legislature. The difference between Charter Cities and General Law Cities is the amount of control the State Legislature has over local affairs. Charter Cities are less controlled by the state.

City Charter

The City Charter is the basic law that defines the qualifications and duties of elected and appointed officials, boards and commissions. It provides for a personnel system under civil service and sets forth procedures for elections, franchises, revenues and taxation. The Charter also provides for a high degree of self-government by ordinance, subject to the limitations of state and federal laws. Amendments to the Charter must be made by a vote of the majority of the City's electorate.

San Leandro's first charter was adopted in 1872 and has often been amended. New charters were adopted in both 1933 and 1949, with the voters of San Leandro and the California Legislature approving them as required by law.

In 1978 the present charter was approved. It eliminated obsolete and repetitious sections of the older charter; clarified some of the former language and removed those sections which were already regulated by state law or city ordinance. It removed the independent rule-making authority of the Civil Service Board (now named the Personnel Relations Board) and the Library Board (now the Library Commission) and delegated that authority to the City Council. The City Manager now appoints both the Personnel Director and the Library Director.

This new City Charter reduced the permissible property tax rate by 35¢, and retained the two term limitation for the Mayor and Council members.

City Council

The City Council is composed of six members and a mayor, each elected to four year overlapping terms. City elections are held in April of each even numbered year. By charter San Leandro is divided into six council districts to provide area representation. The six members of the Council are nominated from these districts. Candidates must be qualified voters and must be residents of the districts from which they are nominated (at the time of their nomination).

Mayor

The Mayor is elected at large. Candidates for mayor must also be qualified voters and be residents of the city at the time of their nomination.

The Mayor acts as the ceremonial and political head of city government and as the presiding officer of the Council. As a member of the Council he is entitled to one vote. He has no veto power.

The Charter limits the Mayor and City Council members to two

consecutive terms. State law requires that all local elections be non-partisan.

In accordance with state law, members of the City Council receive \$250.00 per month. The Mayor's salary is set by ordinance of the City Council.

Duties of the Council include setting policy and passing laws which, on the city level, are called ordinances. It adopts the budget, appropriates funds and exercises all general powers of the City subject to charter provisions. It appoints the City Manager, the City Clerk, the City Attorney and the members of the official boards and commissions. In addition it may appoint other boards and commissions as it deems necessary.

City Manager

The provision to employ a city manager was voted in 1928. The City Manager is the City's chief administrative officer; is directly responsible to the City Council for the proper management of city government. He is selected for his administrative and managerial qualifications, without political considerations. He appoints all department heads except that of City Clerk and City Attorney, who are appointed by the City Council. He confirms the appointment of all other employees. He supervises the preparation of the city budget, coordinates department operations and is responsible for the enforcement of city ordinances. He serves as liaison between the administration policy-making and advisory bodies of the City.

Assistant City Manager

The Assistant City Manager serves as principal assistant to the City Manager and as liaison between the Manager's office, all department heads and personnel in coordinating departmental activities.

Senior Administrative Assistant

The Senior Administrative Assistant works under the direction of the Assistant City Manager, performing a wide range of administrative staff assignments, inter-departmental and city-wide projects.

The Community Relations Representative

This member of the City Manager's staff is responsible to receive and analyze citizens complaints and grievances, mediate and resolve problems, and devise methods and techniques for accomplishing improved communications between citizens and city government.

Boards and Commissions

The Charter provides for the establishment, by ordinance, of boards and commissions which are advisory to the City Council, and appointed by them. Board and commission members must be registered voters, serve without pay, and serve four year overlapping terms. Each member may serve a limit of two 4 year consecutive terms, with the exception of the members of the Personnel Relations Board who may serve a limit of 2 six year terms. A staff member is assigned to work with each board and commission. In addition the Council has created the "San Leandro Development Committee" and other temporary committees.

The Board of Zoning Adjustments - 7 members - considers applications for variances, conditional uses, home occupations and fence modifications. The decisions are usually final unless an appeal is made to the City Council as provided by law. The City Council makes the final decision on all appeals.

The Historical-Cultural Commission - 9 members - advises the City Council on matters pertaining to the historical and cultural needs of the community. Its membership includes representation from each of the six council districts and three at large appointments.

The Human Resources Commission - 9 members - identifies the social needs of the community and makes recommendations to the City Council on procedures to meet the needs. It reviews and recommends funding requests from local social service agencies for possible inclusion in the city budget as well as recommending the method of administration of the Metropolitan Transportation Funds for the city's subsidized taxi and van programs.

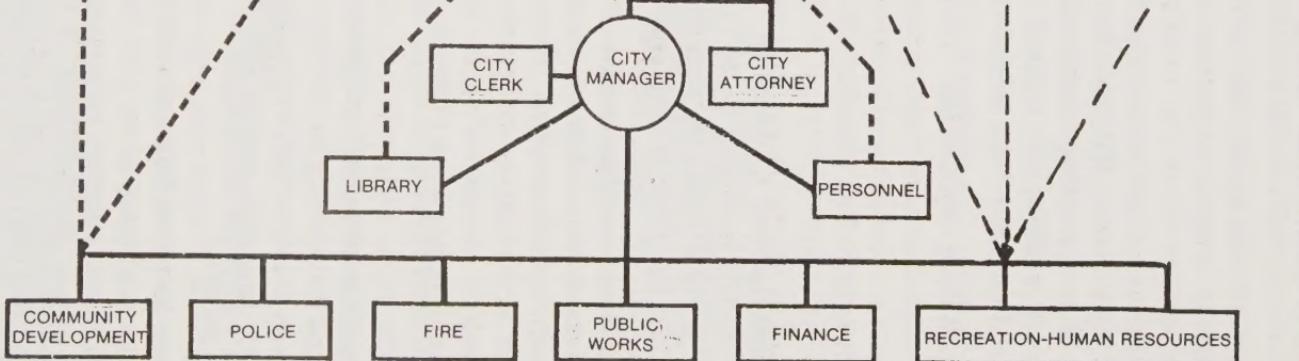
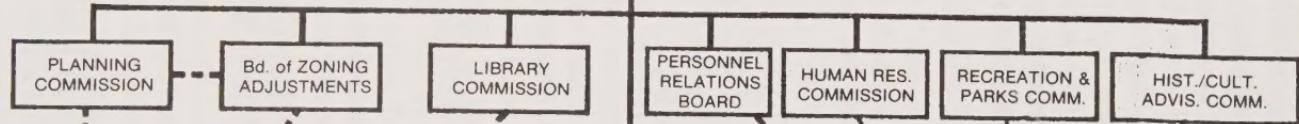
The Library Commission - 7 members - assures citizen participation in evaluating and maintaining the services of the community library system. Its concern is to provide a high level of library services to the community by way of books, magazines, records and other sources of informational and educational materials.

The Personnel Relations Board, created by the 1978 City Charter revision, was originally established as the Civil Service Board. It is the City's only five-member board; members serve six-year staggered terms. This Board assures the proper administration of the merit personnel program. It provides for equal opportunity in selection and promotion of individuals and prohibits discrimination on the basis of political or religious opinion, race, color, sex or ancestry. It conducts hearings for disability retirement

ORGANIZATION CHART

CITIZENS OF SAN LEANDRO

MAYOR-CITY COUNCIL



ADVISORY
RELATIONSHIP

ENGINEERING

CODE
COMPLIANCE

MAINTENANCE

WATER POL.
CONROL.

CONTROL
RELATIONSHIP

disputes and other personnel related matters.

The Planning Commission - 7 members - makes recommendations to the City Council on matters of land use and over-all city development. Its responsibilities include maintaining the City's General Plan - considering all changes in zoning district boundaries and certain development proposals known as Planned Unit Developments. The decisions of the Commission are usually final unless appealed to the City Council.

The Recreation and Parks Commission - 9 members - makes recommendations to the City Council on all matters relating to leisure services, recreation and park facilities. Its membership includes representatives from each of the six council districts and three members at large. Two members of the three at large members are nominated by the San Leandro Unified School District and one at large member is nominated by the San Lorenzo Unified School District.

CITY DEPARTMENTS

City Attorney

The City Attorney represents and advises the City Council and its Boards and Commissions as well as its officers and employees in all matters of law pertaining to their respective offices and official activities. He prepares all proposed ordinances, resolutions and amendments to the City Charter. In addition he prepares or approves the form of all other legal documents to which the City is a party. The City Council appoints the City Attorney.

City Clerk

This officer attends all council meetings and maintains all official records. He supervises the recording of all ordinances, resolutions, written contracts, and official bonds. The City Clerk administers the oath of office to all elected and appointed officials; conducts city elections; is custodian of the Seal of the City; and is filing officer for all Fair Political Practices Act forms submitted by city officials. The City Clerk is appointed by the City Council.

Community Development

Community planning is a cooperative effort of the City Council, its appointed boards, the city's professional planning staff and citizen groups. Redevelopment is initiated when older areas have deteriorated to the point that new development can not take place without financial assistance.

Downtown Redevelopment This program has made it possible to improve streets and establish new parking areas; and has provided encouragement to private developers to rehabilitate older buildings and build new ones.

Citywide Planning City planning is generally considered to fall into two categories, long range planning and planning administration. Long range planning attempts to anticipate development trends and social and economic changes 5 to 15 years in advance; and to define community priorities. The General Plan is the primary policy document; it is concerned with land use, circulation, housing, open space, noise and safety. It is adopted after public hearings before the Planning Commission.

Planning administration deals with the implementation of the General Plan principally through the zoning ordinance. The Zoning Ordinance affects all land in the city, residential, commercial and industrial. Its purpose is to encourage orderly growth and to prevent conflict between adjacent land uses by regulating the use, density, building size, location, parking and other aspects of land development. The Zoning Ordinance, unlike most other ordinances, can be amended only after public hearings before the Planning Commission and the City Council.

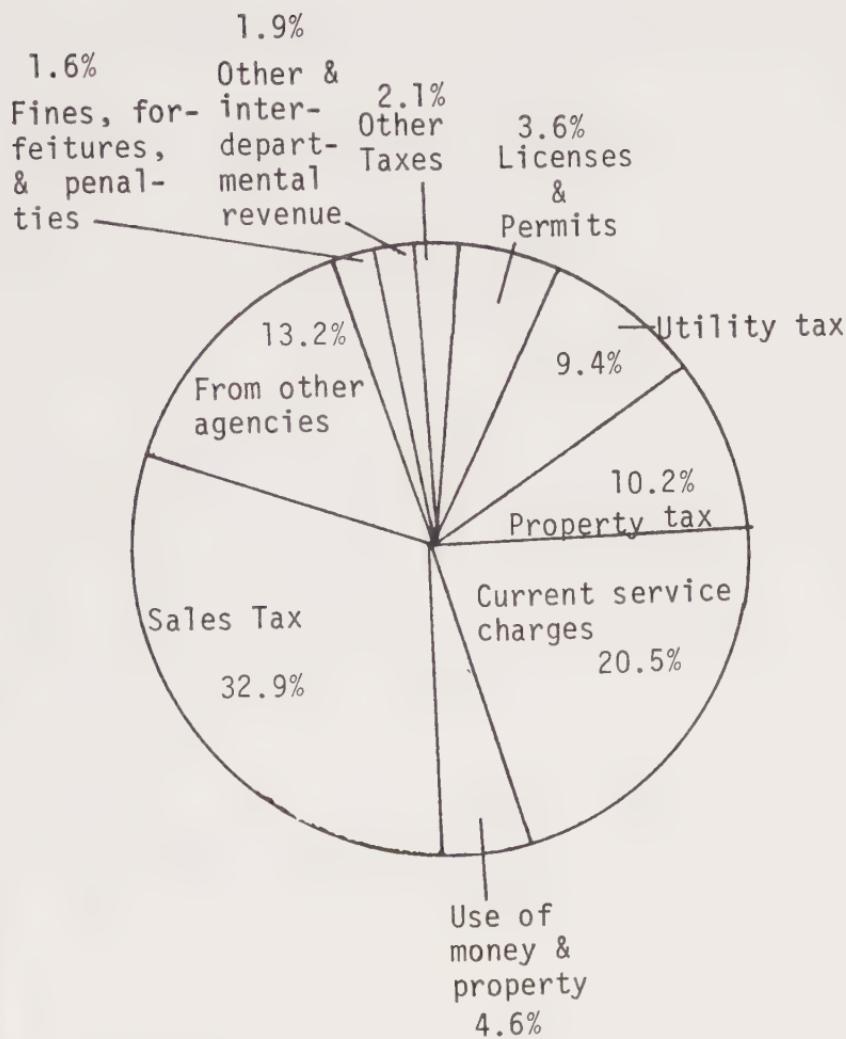
Housing The City receives an annual federal grant for housing and neighborhood improvement. These funds are allocated to the City under the Housing and Community Development Act for the needs of city residents with lower incomes, as well as for the elderly and handicapped. Recent projects include low interest loans for housing rehabilitation, the Senior Meeting facility at the Community Library Center, citywide improvement for handicapped access and neighborhood projects for streets, lighting and sewers.

Finance Department

The Financial Director is responsible for: financial administration, general accounting, data processing, purchasing for city departments, insurance programs, budget expenditures, revenue estimates, collection, investment and disbursement of public funds. An independent audit of the city's financial records is made each year and is on file in the City Clerk's Office and the Community Library.

City Budget San Leandro operates under an annual budget which includes all revenues and expenditures. The City Manager, working with the Finance Director and department heads, estimates revenue, analyzes department expenditures and requests and prepares a proposed budget. At

City of San Leandro
Graphic Summary of Estimated Revenues
1982-83



least 25 days prior to the fiscal year, July 1, the City Manager's budget is submitted to the City Council. The Council holds public hearings at which citizens may raise questions and suggest revisions. By June 30 the City Council must adopt the revised budget by an affirmative vote of at least 4 members.

Property Tax In accordance with state law, all property is assessed by each county assessor at actual cash value. Increases in the assessed valuation are limited to 2% per year if there is no change in ownership. Cities, counties, schools and special districts no longer set separate tax rates. The county wide tax levy is 1% of the assessed valuation. Local government units share in the distribution of the 1% property tax in the same ratio as their separate tax rate levies of 1977-78. Approximately 11% of all property tax collections go to the City. The County Tax Collector remits the collections to the City minus a service charge. Prior to 1978-79 San Leandro had the lowest tax rate in Alameda County and a unique record of 30 consecutive years of maintaining or reducing the tax rate.

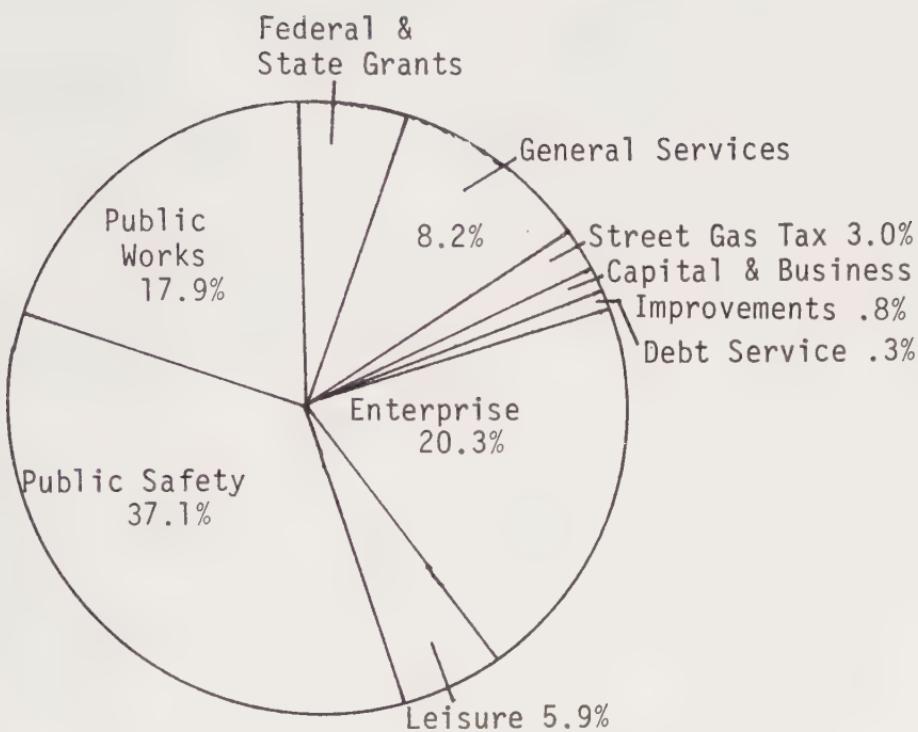
City Debt To finance large civic improvements, a city may issue and sell bonds. The San Leandro Charter limits the amount of bonded indebtedness to 15% of the assessed valuation. As of June 30, 1982 the City had no General Obligation bonded debt. The City can issue several types of bonds: general obligation bonds to finance improvements which benefit the entire community; special assessment district bonds to finance improvements which benefit a limited area of the City; revenue bonds to construct revenue producing facilities (e.g. a golf course). The full faith and credit of the City of San Leandro is pledged to guarantee payment of such bonds.

The City may issue industrial development bonds to finance the construction of residential housing for low and moderate income families; and non-profit hospital bonds to finance construction of medical facilities. The City provides tax exempt status for these bonds but does not pledge its full faith and credit to guarantee the payment.

Fire Department

The primary objectives of the Fire Department are: prevention of fires, confinement and suppression of fires with the least possible loss of life or property, and other emergency rescue services. The Fire Chief is appointed by the City Manager and is responsible for the department's operation.

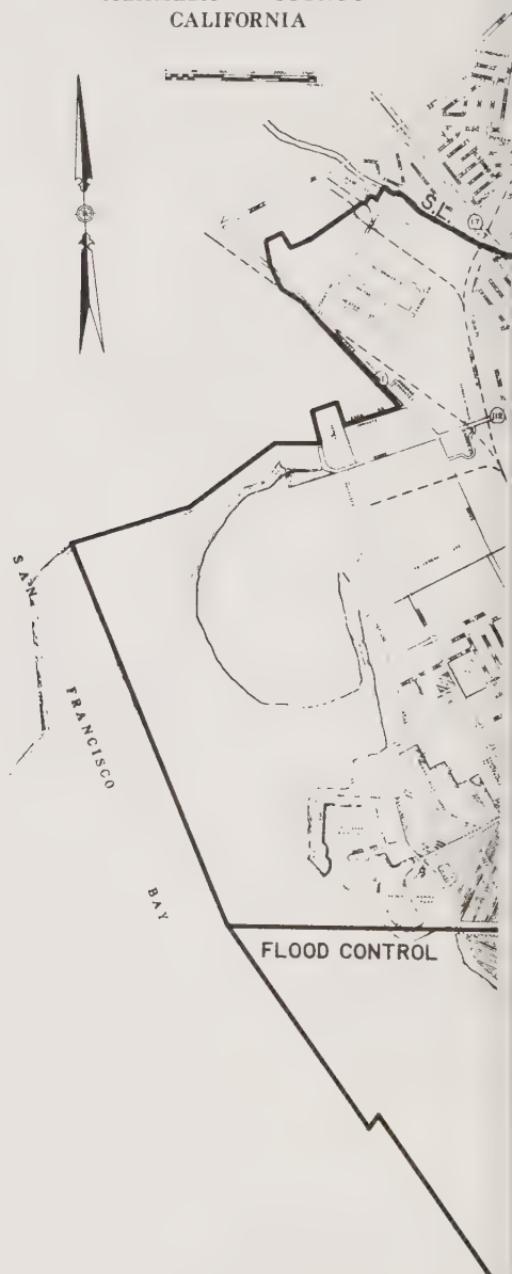
City of San Leandro
Graphic Summary of Proposed Appropriations
1982-83



CITY OF
SAN LEANDRO
ALAMEDA COUNTY
CALIFORNIA

**Council Member
District Map
1982**

Population 63,952





The Fire Department has 87 firefighters and 9 staff persons. The City's five fire stations operate with a total of 5 fire engines, 2 squad trucks, 2 100-foot aerial ladders, one snorkel, a hill wagon, and a reserve of 2 engines and 1 serial ladder truck.

A continuous fire prevention inspection program exists, directed by a battalion chief. This program includes inspections of all buildings and instruction of school children in fire safety. At the large industrial plants the Fire Department trains fire brigades. Firefighters receive training in the "Hazardous Waste Task Force" program. The firefighters are on a 56 hour work-week.

Firefighters provide community services such as weekend bicycle registration, voter registration, "Resuscianne" demonstrations (mouth to mouth breathing) and an annual Open House. Retired firefighters install and maintain smoke detectors for senior citizens and handicapped persons.

Library

The Community Library Center houses the City's main public library, meeting rooms for community use and a studio for creative art activities. A 1980 addition provided a facility for Senior Citizens. Three branch libraries serve the South San Leandro, Mulford-Marina and Washington Manor districts. The construction of the Community Library Center was financed by a 1960 bond issue of \$1,750,000 which was paid in full in 1978 from annual sales tax revenues.

The Library Director is appointed by The City Manager and is responsible for library services. The 7-member Library commission is appointed by the City Council. The Library Director serves as secretary to the Commission.

The library maintains a general book stock of over 150,000 volumes, some special collections and over 5,500 recordings, the California history room, plus magazines, newspapers and pamphlets. Reference aids include services of a reference librarian, films, microfilm with reader-printer, audio-visual equipment and photo copy machines. Circulation has grown to nearly half a million items a year.

Personnel Department

The Personnel Relations Board - 5 members - is appointed by the City Council for six-year overlapping terms. The Personnel Director, appointed by the City Manager, provides assistance and support to the Personnel Relations Board. The Board adopts rules for the administration of

the Merit system. These rules, based upon ability, provide for equal opportunity in selection and promotion of individuals and prohibits discrimination on the basis of political or religious opinion, race, color or sex. Within the scope of these rules, most city jobs are filled by competitive and job-related examinations. Currently the City has 460 employees as well as an average of 100 part time employees.

Staff of the Personnel Department has the responsibility of managing, administering and coordinating personnel and employee services for all city employees and retirees. Among Board responsibilities are pay and benefit negotiations with employee groups, resolution of employee grievances and complaints, recruitment and testing of job applicants, compliance with state and federal employment regulations and maintenance of necessary records.

Police Department

The Police Department's major responsibility is to protect life and property. It maintains order, enforces the law and seeks to prevent crime. The department has an authorized strength of 125 full time positions; 86 are sworn officers.

Five divisions make up the field and support services which are under the general direction of the Chief of Police and two administrators. Special units include a Youth Services Section, field canine units, a personnel section, special investigations, response teams, a motorcycle squad, two animal control specialists, and a full time short-hold jail facility.

The recently remodeled Central Communications Center services emergency police, fire and some non-emergency city divisions. The Police Department emphasizes open communication and encourages input from citizens in the community.

Public Works

Public Works is the City's largest department. The Public Works Director, appointed by the City Manager, also serves as City Engineer, Superintendent of Streets, and building official. The chief administrative officer is the Public Works Director. The four major divisions are each headed by an assistant public works director or superintendent.

The Maintenance Division maintains city streets, bridges, sewers, storm drains, traffic signals and signs, street lighting, parking meters, parking lots, downtown areas, parks, the municipal golf course, landscaped median areas, city owned swimming pools, tennis courts, baseball diamonds, libraries, piers and docks, corporation yards and other structures and facilities.

The Maintenance Division repairs city vehicles and mechanical equipment, and when indicated provides assistance to other departments.

The Public Works Service Center (Corporation Yard) is responsible for street cleaning and weed abatement. It collects and disposes of garbage for approximately half of San Leandro. The remainder is served by Oakland Scavenger Company.

The Water Pollution Control Division is responsible for the treatment and disposal of industrial and domestic sewage. It operates and maintains the City's Water Pollution Control Plant (sewage plant). The division monitors the quality of treated waste waters assuring compliance with state and federal standards. As a member of the East Bay Dischargers Authority (E.B.D.A.), San Leandro is one of five joint users of a new "Super Sewer" which discharges effluent (treated sewage) into the deep waters of San Francisco Bay. Other members are the City of Hayward and the three sanitary districts: Castro Valley, Ora Loma and Union City. The E.B.D.A. covers an area of 150 square miles with a population of 460,000. Tours of this modern facility are available upon request.

The Code Compliance Division protects the health and safety of the public by insuring that buildings are erected or altered to conform with local, state and federal regulations. It checks plans and inspects structures to enforce building, plumbing and electrical codes, and enforces San Leandro zoning and sign ordinances and other land use regulations.

The Engineering Division performs design, survey, inspection and traffic engineering services; establishes subdivision and permit conditions; and implements the city's capital improvement program. It provides advisory services for city boards and commissions, city departments and the general public.

Recreation and Human Resources Department

The Recreation and Human Resources Departments were consolidated in 1981, resulting in a substantial saving. There are three commissions, each appointed by the City Council and each serving overlapping terms, who are advisory to the Director of the Recreation and Human Resources Department. The prime responsibility of each of these three commissions is to promote and encourage broad community participation in providing a variety of leisure, cultural and social services. Many of the recreational services are provided on a fee basis, thereby making leisure activities self-supporting.

The Director of the Recreation and Human Resources Department has the responsibility of planning and operation, thus insuring coordination of recreation, social and human service programs. In addition, he serves as staff person to the three commissions. Rather than attempting to provide counseling and guidance for residents with special problems, the City contracts for these services with local, skilled and professional agencies.

San Leandro has enlisted the cooperation of both San Leandro and San Lorenzo School Districts, service clubs and various civic organizations in planning this varied program. Other planning functions of the department include administration of a subsidized taxi program for senior adults, and publishing a monthly newsletter, "Our Sentinel" for them. The Director oversees a staff of 12 full time and 150 part-time instructors, leaders, and sports officials.

The Historical-Cultural Commission - 9 members - advises the City Council on all matters relating to the performing arts, cultural development and preservation of local historical buildings. Casa Peralta is the focal point of the City's cultural past. The Little Brown Church, which has been restored, is in a permanent location adjacent to Casa Peralta.

The Human Resources Commission - 9 members - has the responsibility for overview of social conditions and problems within the City. It advises the City Council on how to meet these needs and is responsible for seeing that social programs and policies are planned and implemented in a coordinated manner so that services are available to those who need them. Planning and coordination is done locally as well as with various county, regional, state and federal agencies.

The Recreation and Parks Commission - 9 members - advises the City Council on matters relating to recreation programming and development of recreation facilities.

The City's park system includes 18 parks, ranging in size from small play lots to a 30 acre multi-use facility along the City's shoreline. In addition, 11 elementary school playgrounds serve as neighborhood recreation areas.

San Leandro Marina provides berthing facilities for 500 boats. Activities include races, sailing regattas, fishing derbies and special events. Adjacent to the Marina is a shoreline oriented 18 hole, par 59, golf course and practice area. Added in 1981 is the City's lighted driving range. Grants monies have been received from the California Coastal Conservancy to complete a shoreline trail along the new golf course. When finished, the shoreline will offer excellent opportunities for golfing, fishing, cruising

and family activities.

San Leandro's five swimming pools - Farrelly, San Leandro High, John Muir Jr. High, Washington Manor and Boys Club - are all available for lessons, recreational swimming and group use on a reservation basis. Schools cooperate with the department in an effort to teach every child to swim.

The Volunteer Service Program provides youth and adult volunteers the opportunity to assist in city departments and in social service agencies. Each year 550 volunteers contribute more than 30,000 hours of service.

Year round recreation programs, designed for all age groups, include special interest clubs, craft workshops, a variety of classes from judo to model building, a seasonal sports program for youth and a soft-ball league for adults.

EDUCATION

In California three levels of government play a part in the administration of education: state, county and local school districts. The State sets minimum standards, establishes curricula, furnishes basic textbooks for grades one through eight and approves texts to high schools. State funds are allocated by complex formulae.

The Alameda County School Department

The Alameda County School Department is administered by an elected county superintendent who serves as the legal channel between state and local districts. He disburses state funds, carries out state regulations and provides certain services to the districts within the county. A seven-member Board of Education is elected by the entire county. Members serve four year overlapping terms; approve the services of the county department, and review the budget of the Superintendent.

San Leandro Unified School District

San Leandro Unified School District was created in 1952 by a vote of citizens. It combined San Leandro elementary school district with the junior and senior high school district formerly administered by the Oakland High School District. The district includes all of San Leandro except Washington Manor area - which lies in the San Lorenzo Unified School District. Oakland's Sheffield Village students also attend San Leandro schools.

The governing body is the Board of Education - 7 members - who are elected to four year overlapping terms. There is no limit on the number of

terms a member may serve. The District is divided into six trustee school areas; a seventh member is selected at large. Each receives \$2400.00 yearly in fringe benefits which can be used for medical, dental needs or tax sheltered annuities. The Board sets policy, approves the budget and appoints the Superintendent of Schools who directs the operation of the schools according to Board policies.

San Leandro has nine elementary schools, two junior high schools, two senior high schools and one continuation high school. Total enrollment is approximately 6,000, served by approximately 300 certified teachers. Each school has a library and a lunch program. The district provides support services in the form of guidance counselors, psychologists, nurses, attendance officers, librarians.

San Leandro has a cooperative arrangement with Castro Valley and San Lorenzo school districts to provide services for students with special educational needs. This includes a program to provide for a "Regional Occupation Program" offering a variety of vocational programs to high school students.

San Leandro District has a child development center for pre-school children of working parents. It also offers adult education courses including both daytime and evening courses.

The District's total budget for the 1981-82 school year was \$16,490,107.00. 21% came from district property taxes and miscellaneous sources; 77% from state funds; 2% from federal funds.

San Lorenzo Unified School District

San Lorenzo schools were unified in 1963. The Board of Education has five members, is elected at large and serves overlapping four year terms. Three of the ten elementary schools in this district - Corvallis, Dayton and Lewelling - are located within San Leandro city limits (Washington Manor). San Lorenzo has one high school, one continuation high school and one adult school. Each school has a library and a school lunch program. The District provides the services of nurses, psychologists, a child welfare and attendance officer program and curriculum consultants.

South County Community College District

This college was created in 1961 to satisfy the need for a community college in the southern portions of Alameda county. It consists of 7 trustee areas; two in San Leandro; one each in Castro Valley and San Lorenzo; one in the Livermore-Amador Valley area and two in Hayward. Trustees

are elected at large and serve four year overlapping terms. They receive \$20.00 per meeting for expenses up to a maximum of \$120.00 per month.

Chabot College at 25555 Hesperian Boulevard, Hayward, is the central campus. "Valley Campus at Livermore" opened March 31, 1975. The two campuses offer academic and technical training classes to approximately 20,000 day and evening students of which about 39% are full time and 61% are part time.

ALAMEDA COUNTY SERVICES

Board of Supervisors

The Board of Supervisors is the governing board of Alameda County. Five members constitute the Board. Each is elected from one of the five supervisorial districts and serves a four year term. The Board's terms are overlapping, with an election held every two years. Members are required by State Constitution to set their own salaries. The Board functions as both the legislative and administrative departments of county government. It is also the governing board of several special districts.

Alameda County provides a wide variety of services to over one million residents. Among these are Municipal and Superior Courts, District Attorney, Probation, Public Defender, Public Works, Health, Sheriff, Social Services (formerly welfare) and Tax Collector departments. Recently, Alameda County has added some programs dealing with child abuse, alcohol and drug abuse, home care and senior citizens.

Assessor

The County Assessor, an elected official, is governed by state laws and by regulations of the State Board of Equalization. It is the Assessor's function to seek out and value all property annually, according to law, for the assessment roll. Schools, churches, federal buildings and county property are exempt from property tax. The Board of Supervisors appoints an Assessment Appeals Board to hear appeals of property owners.

County Clerk - Recorder

The offices of County Clerk and Recorder were consolidated by the Board of Supervisors. This official serves 4 years, is locally elected and is governed by state law.

County Clerk-Recorder has these responsibilities:

1. To issue marriage licenses and birth and death records (certificates);
2. To maintain public records of ownership of all real property; and to

have on file and open to public inspection all property books, maps and records.

3. To serve as Clerk of the Superior Court which includes processing all documents for this Court and preparing Court calendars.
4. To cooperate with the State Judicial Council to establish statewide standardization, uniformity and rules governing improved operational functions, statistics and workload data.

Municipal and Superior Courts

The California Constitution provides for both Municipal and Superior Court systems. The judges for both systems are elected for six year terms at general elections. Midterm vacancies are appointed by the Governor. The Municipal Court hears Misdemeanor Criminal Cases, Civil Cases involving \$15,000.00 or less, Small Claims Cases involving \$500.00 or less and Traffic Cases.

The Superior Court is the highest Trial Court in the State. It tries Felony Criminal Cases. It hears civil cases involving claims exceeding \$15,000.00. It hears proceedings dealing with juveniles, divorce, probate, adoption and insanity.

Health Care Services

The Health Care Services Agency provides treatment and certain public and mental health services for San Leandro residents at Fairmont Hospital. San Leandro contracts for these health services in lieu of having a local health department.

Social Services

The Social Service Agency, formerly known as the Public Welfare Department, provides some public assistance to San Leandro citizens under four categories:

Economic benefits including basic family support, as an aid to families with dependent children, (if they qualify).

- a. Food stamps for low income families and individuals.
- b. General assistance and workfare programs which provide some financial support to qualifying adults who are not covered by other welfare programs.
- c. Medi-Cal which provides medical coverage for qualifying needy persons.

Management Services which include complaints on fraud and answers to questions on eligibility for specific programs.

Aging. This department coordinates existing services and develops new programs to meet critical needs of senior citizens. It has an Advisory Commission on Aging.

Human Services covers three distinct functions:

- a. Information and referral which answers questions about programs and services;
- b. Protective Services which has a 24-hour Emergency Response Service, handling complaints about child neglect and child abuse;
- c. Foster Care which serves the needs of children and adults both inside and outside of the home.

Weights and Measures

The sealer of Weights and Measures is an appointed Alameda County officer who functions under state law. He must periodically test and "seal" (attach his seal of approval) to all commercial weighing and measuring devices. These include retail meat and grocery scales, and every gasoline pump in commercial use.

SPECIAL DISTRICTS

Local Agency Formation Commission - LAFCO

A Local Agency Formation Commission was established in every county in California to approve the creation of, the dissolution of, or any boundary change of any special district, or of any city within the county. The Commission is composed of two members of the Board of Supervisors, two Mayors and a Public member selected by the four.

Actions may be initiated by the affected districts, by the cities or by petition. If LAFCO approves the proposed change then the action is completed by the district or Board of Supervisors. If there is sufficient protest to any proposal, then the matter can be approved only subsequent to referendum by the affected voters. This procedure has minimized proliferation of special districts and has settled many disputes between cities involved in annexation competition.

Alameda County Flood Control and Water Conservation District

San Leandro is included in Alameda County's four flood control districts. The District is administered by the Alameda County Public Works Department and governed by the Board of Supervisors. Within the district there are four different zones, each with a separate tax

arrangement: Zone 2 is a small southeastern section mostly in Castro Valley; Zone 2A is a small area near 130th Avenue and MacArthur Boulevard; Zone 9 is the central portion of San Leandro; and Zone 13 is the northern area to Marina Boulevard.

Alameda County Mosquito Abatement District

This district is empowered to take all necessary steps for the extermination of mosquitoes and other insects and to abate their breeding places. The district has a 14 member Board of Trustees, one member of which is appointed by each city within the district and one member by the county Board of Supervisors. The trustees are paid \$30.00 per month in lieu of traveling expenses.

The Alameda-Contra Costa Transit District (A.C. Transit District)

This district operates the A.C. Transit system in 26 cities of Alameda and Contra Costa counties, in 14 major unincorporated areas of these two counties, and in San Francisco. It has 150 bus lines connecting with 25 BART stations. The district's 7-member Board of Directors is elected by the people and serves 4 year overlapping terms. Each member receives \$50.00 per meeting plus \$8.00 per meeting for expenses. This Board sets policy; a general manager directs the system. Taxes and revenues from fares finance the district.

Bay Area Air Quality Management District

The District - B.A.A.Q.M.D. - was created by the Legislature in 1955. It encompasses all 7 Bay Area counties and portions of Solano and Sonoma counties. Its purpose is to study and control air pollution. The District functions with a board of 18 Directors. Marin, Napa, Solano and Sonoma counties each have one member appointed by each county's Board of Supervisors. Contra Costa, San Francisco and San Mateo counties each have two members. Alameda and Santa Clara counties each have four members. For the counties with more than one appointee each county's Board of Supervisors makes half of the appointments and its City Selection Committees make the other half. Supervisor appointees serve four year terms; City Selection Committee appointees serve two year terms. Remuneration is \$100.00 per meeting with a yearly limit of \$3600.00.

Bay Area Rapid Transit District - BART

The Bay Area Rapid Transit District serves Alameda, Contra Costa and San Francisco counties. An elected board of nine members, who serve overlapping four year terms, sets policies for the operation. A district manager, appointed by the Board, directs operations. Remuneration for attendance at board meetings is \$50.00 per meeting with a maximum of \$250 per month for five meetings.

Eden Hospital District

This special district serves Eden Township, which includes San Leandro, Castro Valley, San Lorenzo and Hayward. It has an elected board of five members, serving overlapping four year terms. The Board sets the property tax rate and policies for the operation of the 231 bed hospital.

East Bay Municipal Utility District

Established in 1923, this district operates under the Municipal Utilities Act of 1920 for water supply. It serves portions of both Alameda and Contra Costa Counties. The seven member Board is elected from wards to serve overlapping four year terms. Board members receive \$100 per meeting with a limit of six paid meetings per month. The District is financed by bonds, taxes and revenues from water and power. In the City of San Leandro it only supplies water.

East Bay Regional Park District

Most of Alameda and all of Contra Costa counties are in this district. Established by the Legislature in 1934, the District develops and maintains parks at a level between state and local park systems. A Board of seven members, elected by wards for four year overlapping terms, governs the District. Board members receive \$100.00 a meeting with a limit of two paid meetings per month. This district is financed by property taxes, by some revenue from facilities, by some federal and state grant monies, and by grants from private foundations and contributions from industry and individuals.

ELECTION INFORMATION

Registration

To register as a California voter, a person must be 18 years of age, a

citizen of the United States, and a resident of California. In order to vote in any election a person must be registered at least 29 days before the election.

California has permanent registration. However, changing name, address or party affiliation requires a new registration.

When a person registers to vote, a statement of party affiliation is suggested so that the voter will be listed on the ballot of the party of his choice. Voters who register "non-partisan" or "declines to state" receive only the non-partisan portions of the ballot - not the portion listing candidates of the several parties.

A citizen may register at most city halls and fire stations by completing a postage-paid postcard form. Postcard registrations **must be received** by the County Registrar of Voters 29 days before an election to qualify to vote at the ensuing election.

Voters

As of April, 1982, San Leandro had 35,637 registered voters in these categories:

American Independent Party	369
Democratic Party	21,871
Libertarian Party	117
Peace & Freedom Party	82
Republican Party	10,276
Other parties or 'declines to state'	2,822

In the June 1976 primary election 21,686 ballots were cast.

Voters receive a sample ballot showing precinct number and address of their polling place prior to each election. Absentee voting is permitted for any voter. A municipal election application for an absentee ballot is made to City Clerk at City Hall. For special district, primary and general elections, application is made to Alameda County Registrar, 1225 Fallon Street, Oakland, 94612 not less than 7 days prior to any election. The completed absentee ballot must be in the office of the Registrar of Voters or at any polling place not later than the close of the polls.

Elections

Municipal elections are held on the second Tuesday in April of even-numbered years. County, state and national elections are held on the Tuesday after the first Monday of November in even-numbered years. California's primary elections are held the preceding June of even-numbered years. Election boards for manning the polls and for processing

ballots are appointed by the City Clerk for city elections and by the County Registrar for state and county elections. These are paid positions, and any eligible voter may apply to the appropriate office.

Requirements for Candidacy

Any qualified voter who meets specific residency requirements may file a petition for non-partisan local office. For state and federal offices, which are partisan, candidates are nominated by their respective parties at a direct primary. Specific information may be obtained at the office of the City Clerk or County Registrar.

Recall

Recall is the procedure by which any elected official may be removed from office between regular elections. A notice of intention to recall the official must be filed and subsequently a petition must be circulated to secure signatures of voters desiring the recall. If a certain per cent of registered voters sign the petition, a special election is held to determine if the official should be recalled. It has rarely been used in San Leandro.

County Central Committee

Under the state election code, the Democratic, Republican, American Independent, Libertarian and Peace and Freedom parties elect county committees which hold direct county campaigns in the county. In each June primary, party members are elected to each committee from all districts in Alameda County.

Address of Government Representatives

City Councilman

City Hall
835 East 14th Street
San Leandro, CA 94577

State Senator, 8th District

Senate Chamber
Sacramento, CA 95814

County Supervisor, 4th District

County Administration Building
1221 Oak Street
Oakland, CA 94612

U.S. Congressman, 9th District

House Office Building
Washington, D.C. 20515

Assemblyman, 14th District

Assembly Chamber
Sacramento, CA 95814

U.S. Senator

Senate Office Building
Washington, D.C. 20510



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CIVIC CALENDAR

All meetings open to the public.

	Time	Day	Place
City Council			
Regular Meeting			
<i>Work Session</i>	7:00 pm	1st & 3rd	City Hall
<i>Formal Session</i>	8:00 .	Mondays	835 East 14th Street
Adjourned Meeting			
<i>Formal Session</i>	7:00 pm	2nd & 4th	San Leandro
<i>Work Session</i>	8:00 pm	Mondays	Council Chambers
Board of Zoning Adjustments	7:30 pm	1st & 3rd Thursdays	Council Chambers
Historical-Cultural Commission	7:30 pm	4th Wednesday	City Council Conference Room, City Hall
Human Resources Commission	7:30 pm	4th Tuesday	South Offices Conference Room
Library Commission	7:30 pm	3rd Tuesday	City Council Conference Room, City Hall
Planning Commission	7:30 pm	2nd & 4th Thursdays	Council Chambers
Recreation & Parks Commission	7:30 pm	1st Wednesday	City Council Conference Room, City Hall
Personnel Relations Board	7:30 pm	3rd Thurs. Jan., April, July & Oct.	City Council Conference Room, City Hall
School Board	7:30 pm	1st & 3rd Tuesdays	City Council Chambers, City Hall

Wheeler.

